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IN REPLY PLEASE
REFER TO FILE: T-3

The goal of this Program is to enhance the safety of elementary school-aged children and their parents by increasing their awareness of suggested safe routes to schools. This Program is required to develop, update, and distribute "Suggested Pedestrian Routes to School" maps for public elementary schools located within the unincorporated County areas. These maps will be retained on a Geographic Information System (GIS) computer application so future changes can be easily implemented and maps are readily accessible. These maps will also be made available on a website in order for schools and parents to access them.

Young students and parents can benefit from a tool to select appropriate safe routes as they travel to and from school and thus avoid unnecessary conflicts with vehicles. These maps currently exist for less than 10 percent of the elementary schools located within the unincorporated County areas. Since funding is limited, manually drafted maps for schools located in the unincorporated County areas have only been prepared upon request. This project will create maps for all elementary schools in unincorporated County areas and facilitate their revisions to show changes in school boundaries, traffic control, or crossing guard service.

Implementation of Strategic Plan Goals

This action is consistent with the County Strategic Plan Goals of Service Excellence and Children and Families' Well-Being since this Program will help enhance pedestrian safety by helping parents and children choose the recommended routes to school, therefore, improving the quality of life in the County.

The Suggested Pedestrian Route to School Program is approved in Public Works' Fiscal Year 2002-03 Business Automation Plan via Section 2.1.4 (Planned Fiscal Year 2002-05 IT Strategies), Engineering, Item 2.

FISCAL IMPACT/FINANCING

The recommended Agreement is for a not-to-exceed fee of \$375,000. There will be no impact on the County General Fund.

Sufficient funds are available in Public Works 2002-03 budget to finance this Consultant Services Agreement. Public Works will be reimbursed for \$136,000 in grant funds from the State of California Business, Transportation, and Housing Agency through their Office of Traffic Safety (OTS). On November 2, 2001, the Board adopted the grant from OTS and authorized the Director of Public Works to act as an agent for the County of Los Angeles when conducting business with the State on this grant.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

This Consultant Services Agreement will commence upon Board approval and Public Works' subsequent issuance of a Notice to Proceed and remain in effect for 24 months. In any event, this contract may be canceled or terminated at anytime by the County without cause upon the giving of at least 30 days written notice to the consultant.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration of a contract award, Katz, Okitsu, and Associates is willing to consider Greater Avenues for Independence (GAIN) Program participant for further employment.

Katz, Okitsu, and Associates is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program).

ENVIRONMENTAL DOCUMENTATION

A finding of environmental impact is not required for Consultant Services Agreement for design services.

CONTRACTING PROCESS

On July 3, 2001, a Request for Proposal was issued to 23 firms from a Public Works' list of qualified consultants to accomplish this service. Six firms submitted proposals for Public Works' review and evaluation. The proposals were reviewed and evaluated by an evaluation committee consisting of staff from Public Works and the County of Los Angeles Office of Education. The evaluation was based on criteria outlined in the Request for Proposals, which included the proposer's competence and appropriate experience, qualification of project team members, ability to meet objectives, management and financial capabilities, and proposed work plans. This evaluation was completed without regard to race, creed, color, or gender on February 28, 2002. Based on this evaluation, the committee recommended that this work be awarded to the highest evaluated proposer, Katz, Okitsu, and Associates located in Monterey Park, California.

As requested by your Board on February 3, 1998, and to further increase consultant awareness of contracting opportunity with Public Works, this contract opportunity was listed on the County's Bids website. A copy of the website listing is enclosed for your reference.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreement, as this Agreement is for non-Proposition A services.

Katz, Okitsu, and Associates' CBE participation data and 3-year contracting history with the County are on file with Public Works.

The Honorable Board of Supervisors
October 17, 2002
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Katz, Okitsu, and Associates has agreed to prepare the Traffic Safety Program for the "Suggested Pedestrian Route to School Program" for a not-to-exceed fee of \$375,000. The negotiated fee has been reviewed by Public Works and is considered reasonable for the proposed scope of work.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this Contract Services Agreement will not result in the displacement of any County employees, nor will it impact current services.

CONCLUSION

One approved copy of this letter is requested.

Respectfully submitted,

Reviewed by:

JAMES A. NOYES
Director of Public Works

JON W. FULLINWIDER
Chief Information Officer

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Enc.

cc: Chief Administrative Office
County Counsel
Department of Public Social Services (GAIN Program)